

Process Safety Management Audit Checklist

Incident Investigation

	Y/N	Comments
Documentation		
Has each incident been investigated which resulted in, or could reasonably have resulted in, a catastrophic release of highly hazardous chemicals in the workplace?		
Have incident investigations been initiated as promptly as possible, but not later than 48 hours following the incident?		
Have incident investigation teams been established? Do the teams contain at least one person knowledgeable in the process involved in the incident, and other members with appropriate knowledge and experience to thoroughly investigate and analyze the incident? Has a contractor employee been included in the team if the incident involved work of the contractor?		
<p>Have incident investigation reports been prepared at the conclusion of the investigation which include at minimum:</p> <ul style="list-style-type: none"> • Date of the incident? • Date the inspection began? • A description of the incident? • The factors that contributed to the incident? • Any recommendations resulting from the investigation? 		

Has a system been established to promptly address and resolve the incident investigation report findings and recommendations?		
Have resolutions and corrective actions from the incident investigation reports been documented?		
Have incident investigation reports been reviewed with all affected personnel whose job tasks are relevant to the incident findings, including contract employees, where applicable?		
Are incident investigation reports retained for five years?		
Observations		
Do observations of a representative sample of process components involved in incident investigations indicate that recommendations have been resolved? (Compare the corrective actions outlined in the investigation documentation with the actual equipment, procedures, material use, etc.)		
Interviews		
Based on interviews with a representative number of operators, maintenance employees, and contractor employees, have all incidents that resulted in, or could reasonably have resulted in, a catastrophic release of highly hazardous chemicals in the workplace been investigated?		

Based on interviews with a representative number of the members of past investigation teams, do the teams contain at least one person knowledgeable in the process involved in the incident, and other persons with appropriate knowledge and experience to thoroughly investigate and analyze the incident? Was a contractor employee included in the team if the incident involved work of the contractor?		
Based on interviews with a representative number of employees whose job tasks are relevant to the past incident investigation findings, have the investigation reports been reviewed with the affected personnel?		